

Notice by Owner of Property Incorrectly Reported or Omitted From Assessment Roll

Issued under authority of Section 211.154, MCL.

INSTRUCTIONS: This side is to be completed by the owner. **Must be typed or printed legibly in blue or black ink.**

Office Use Only

	File Number	
	Assessment Unit Number	
OWNER	Name of Property Owner(s)	Telephone Number
	Owner's Address (Number, Street, City, State and ZIP)	
AGENT (if any)	Name of Agent	Telephone Number
	Agent's Address (Number, Street, City, State and ZIP)	

PROPERTY AND ASSESSMENT ROLL INFORMATION

County Where Property is Located			City or Township or Village and Township		
School District		Intermediate School District		Community College District	
Property Index Number (or enter property description below)			Property Classification		
Property Description					
Assessed Value Complete the applicable Assessed Value lines below when the notice is for a change in Assessed Value.			Taxable Value Complete the applicable Taxable Value lines below when the notice is for change in Taxable Value. For most personal property, the figures on the lines below will be the same as the figures under Assessed Value. For omitted real property, the amount of omitted Taxable Value may be less than the amount of omitted Assessed Value (see page 6 of State Tax Commission Bulletin 3 of 1995).		
Year(s) For Which Notice Was Given	Assessed Value on Assessment Roll	Requested Assessed Value	Year(s) For Which Notice Was Given	Taxable Value on Assessment Roll	Requested Taxable Value
Reason for This Notice. Attach supporting information. For incorrectly reported personal property, include a copy of the timely-filed personal property statement and the amended personal property statement . For omitted real property, provide a record card or other documentation showing that the omitted real property was not previously included in the assessment.					
Did the property covered by this notice change ownership during the time period starting with the earliest year for which a change is being requested up to the present? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date.					
Signature of Owner or Agent					Date

FILING INSTRUCTIONS: When you have completed this side of the form, send or carry one copy to your local assessor, who will complete the reverse side and file the fully completed form with the State Tax Commission (STC). The STC's jurisdiction under MCL 211.154 is limited to correcting assessments for the current assessment year (the year of discovery and disclosure to the STC) and two immediately preceding years. You may immediately submit a second copy of this form, with this side completed, to the STC at the address on the back of this form. Your failure to do so by December 31 of the current calendar year may affect the STC's jurisdiction to consider all of the assessment years that you have included on this form.

INSTRUCTIONS: This side is to be completed by the assessor.

SUPPLEMENTAL TAX RATE INFORMATION

If this notice is for either or both of the tax years immediately preceding the current year, the assessor shall list for each year covered by this notice the total tax rate levied in the city or township in which the property is located. The total annual tax rate levied must include the total village tax rate, if applicable. If this notice is for omitted real property upon which "millage rate" special assessments were levied, list those rates separately below. Do not include special assessments levied in specific dollar amounts.

Year Covered By Notice	SUMMER Total Tax Rate Levied	WINTER Total Tax Rate Levied	Total Annual Tax Rate Levied

SPECIAL ASSESSMENT RATES. Complete lines below for special assessment millage rates only

Year Covered By Notice	SUMMER Special Assessment Rate Levied	WINTER Special Assessment Rate Levied	Total Annual Special Assessment Rate Levied

Is this property assessed on the Industrial Facilities Tax Assessment Roll, the Commercial Facilities Tax Assessment Roll, the Technology Park Facilities Assessment Roll or the roll for Public Act 189 of 1953? ☐ Yes ☐ No If yes, specify which roll.

Answer the following question if this notice is for personal property. Did the owner complete and deliver a personal property statement on or before February 20 for each year that this notice covers? ☐ Yes ☐ No If no, indicate years in which a statement was not timely filed.

CONCURRENCE OR DISAGREEMENT WITH THIS REQUEST

This section must be completed by the assessor or equalization director.

<input type="checkbox"/> I concur (agree) with this request for corrected Assessed Value and/or Taxable Value.		
<input type="checkbox"/> I do not concur with this request for corrected Assessed Value and/or Taxable Value. <i>The assessor or equalization director who checks this box must submit to the State Tax Commission an explanation of the reason for not concurring.</i>		
Name of Assessor or Equalization Director	Title	Assessor Certification Number
Address (Number, Street, City, State and ZIP)		
Signature of Assessor or Equalization Director	Date	Telephone Number
Comments or Explanations		

Send this completed form to:
 The State Tax Commission
 Michigan Department of Treasury
 PO Box 30471
 Lansing, MI 48909-7971